

Section C - Descriptions and Specifications

STATEMENT OF WORK**REQUEST FOR PROPOSAL (RFP)
N47408-03-R-2409****STATEMENT OF WORK****ENVIRONMENTAL ENGINEERING SERVICES
FOR NAVAL SYSTEMS COMMANDS AND OPERATING FORCES****1.0 SCOPE OF WORK**

The Contractor shall provide the personnel, equipment, materials, and facilities to respond to and perform under multiple requests under this scope of work. Work may be performed at various U.S. Department of Navy (DoN), U.S. Marine Corps (USMC) as well as other Department of Defense (DoD) installations worldwide. Work may also be performed on non-Federal Government owned land in the United States and overseas. The Contractor shall perform tasks in accordance with individual task order work statements.

Work that may be ordered under this contract is divided into the following eight (8) functional areas: 1) Environmental Planning/Programmatic Environmental Safety and Health Evaluations (PESHEs); 2) Environmental Planning and Documentation; 3) Pollution Prevention (P2) Planning and Engineering; 4) Environmental Compliance Support; 5) P2 Technology Implementation; 6) Environmental, Occupational Safety and Health (ESOH); 7) Hazardous Materials Management Program (HMMP); and 8) Weapons System Planning. EOSH services will support Navy-wide Anti-Terrorism/Force Protection (AT/FP) programs including but not limited to, chemical, biological, radiological, nuclear and high-yield explosive (CBRNE) defense. When engineering services are ordered under this contract for AT/FP program support, tasking would be in whole or part of the above 8 functional areas.

1.1 Environmental Planning/PESHE

The Contractor shall utilize data provided by Naval Operating Forces and the Systems Commands (SYSCOMS) in planning for the environmental impacts of acquisition and operational programs and in developing appropriate mitigation measures. In support of the Program Managers (PMs), the Contractor shall prepare documentation for individual systems acquisition programs. The Programmatic Environmental, Safety, and Health Evaluation (PESHE) typically include National Environmental Policy Act (NEPA) analyses and schedule for an overall program. The Contractor shall analyze actions proposed to occur in upcoming program phases that may require NEPA analysis and projecting the milestones and status for each planned analysis. This work may also include environmental analysis related to EO12114, *Environmental Effects Abroad of Major Federal Actions*. The Contractor shall develop PESHEs that describe the PM's strategy for meeting ESOH requirements, establishes

responsibilities, and identifies how progress shall be tracked. Each PESHE shall include as a minimum a brief description of the system, a summary of the acquisition strategy and history, a summary of the compliance issues, and the processes by which compliance shall be met. Each PESHE shall address the six areas of ESOH analysis: NEPA, P2, safety and occupational health, hazardous materials, environmental compliance, and explosive safety.

The Contractor shall perform PESHEs in support of the systems acquisition PMs. The PESHE evaluation is part of the acquisition strategy required by DoD 5000 series requirements, which was updated on 12 May 2003, and must be performed at the earliest possible time in support of a program initiation decision. The PESHE must be updated throughout the life cycle of the program. The evaluation describes the PM's strategy for meeting ESOH requirements, establishes responsibilities, and identifies how progress shall be tracked. The PESHE is supported by ESOH analyses in the following areas, any or all of which may be required of the Contractor: (1) NEPA, (2) environmental compliance, (3) systems safety and health, (4) hazardous materials, (5) P2 and (6) explosive safety. These analyses are separately addressed, along with investigations and studies for operational programs, in the following paragraphs.

The contractor shall be required to prepare PESHEs for the life cycle of the acquisition process from Concept Refinement & Technology Development through Disposal. This includes design, manufacturing, testing, training, home porting/deployment, and disposal. In addition, the contractor shall be responsible for tracking and updating the PESHEs through the acquisition process. The Contractor shall also provide environmental planning services for projects planned for specified locations in the United States. The Contractor shall identify and draft the required NEPA documentation including categorical exclusions, environmental assessments (EA), environmental impact statements (EIS), and related documents such as risk management plans. The Contractor shall provide analyses of resource protection laws such as, but not limited to the following: the Endangered Species Act (ESA), including the Marine Mammal Protection Act (MMPA) and its potential impact on sea-going operations and exercises.

1.2 Environmental Planning and Documentation

The Contractor shall be required to provide environmental planning services, which identify and prepare NEPA documentation including categorical exclusions, environmental assessments (EAs), environmental impact statements (EISs), risk management plans, and associated environmental planning documents. For overseas locations, the Contractor shall prepare the equivalent documents per EO 12114 and the *DOD Overseas Environmental Baseline Guidance Document*: overseas environmental assessments (OEAs), overseas environmental impact statements (OEISs), environmental reviews (ERs), and environmental studies (ESs). The Contractor shall analyze actions proposed to occur in upcoming program phases that may require NEPA analysis and projecting the milestones and status for each planned analysis. The Contractor shall provide NEPA documentation, evaluate environmental consequences or mitigation, and propose methods to lower risk. The Contractor shall update Test and Evaluation Master Plans (TEMPS) to incorporate environmental considerations.

The Contractor shall ensure that NEPA planning and documentation associated with specific projects and locations are coordinated with the cognizant Engineering Field Division (EFD) and that all work is performed in accordance with the shore facilities planning process. The Contractor may be required to assist in military construction documentation (i.e., DD-1391 and addenda) associated with the project. The Contractor shall provide consultation services in all facets of NEPA including land use planning, Aircraft Installation Compatibility Use Zones (AICUZ), transportation planning, natural resources, archeological services, historical structures, utilities services, and waste management. The Contractor shall present the results of their planning efforts at public hearings, conduct and co-host public meetings, and to provide expert testimony as required. Furthermore, the Contractor shall interface with the local, state or Federal regulatory agency concerning specific issues as it relates to the program/project planning process as well as the DoD chain of command, if necessary, to expedite concurrence of appropriate documentation. The Contractor shall provide documentation, illustration, modeling, and risk management services.

The tasks may include, but is not limited to the following:

1. Analyzing actions proposed to occur in upcoming program phases that may require NEPA analysis and projecting the milestones and status for each planned analysis;
2. Identification of the environmental issues of acquisition and operational programs; through means of reviewing existing program studies, reports, and design documents; conducting field studies; and researching outside sources of information;
3. Analyzing and identifying environmental issues associated with developmental testing (DT), operational testing (OT) and operational training/exercises associated with acquisition, Research Development Test & Evaluation (RDT&E) as well as AT/FP programs;
4. Conducting the appropriate level of scoping with resource agencies;
5. Developing appropriate mitigation measures that meet the needs of the program, while maintaining the integrity of the environment;
6. Coordinating environmental planning efforts with the programs to include preparing and presenting status updates;
7. Documentation of analysis and findings in an appropriate NEPA document format;
8. Preparing appropriate compliance documentation such as Biological Opinions (BO) or Biological Assessments (BA) or Federal Consistency Determinations.

1.3 ESOH in support of Anti-Terrorism/Force Protection (AT/FP) and Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) Defense

Since 11 September 2001 (9/11), the importance of the AT/FP program has dramatically increased. There is a clear role of ESOH issues within AT/FP and CBRNE. The Contractor shall provide ESOH support services for conducting assessments on the vulnerability consequences and recommended countermeasures for facilities and infrastructure of concern under the AT/FP program. Additionally, the Contractor shall conduct ESOH analysis, documentation and services in support of DT/OT, operational/training exercises and new equipment, technologies and processes for AT/FP. The Contractor may need to develop a model and/or generic responses and/or preparedness plans. The Contractor may need to be certified in Risk Assessment Methodology for Water (RAM-W) or other vulnerability assessment methodologies. The Contractor shall provide the following, but not limited to: Vulnerability Assessments and Emergency Response Plans, ESOH services for developing activity specific response and/or preparedness plans; ESOH services for developing preparedness plans; ESOH computer modeling and building of systems for AT/FP; ESOH site preparation for AT/FP and future equipment installation.

1.4 Pollution Prevention (P2) Planning and Engineering

The Contractor shall provide P2 planning and engineering. As part of this effort, the Contractor shall provide data deliverables to be used to control and manage hazardous materials. The Contractor shall update P2 plans for Navy and Corps installations per Chief of Naval Operations Instruction (OPNAVINST) 5090.1B and Marine Corp Order P5090.2A. The Contractor shall evaluate P2 plans for Navy installations to identify impacts to systems acquisition programs. Using a standard methodology, the Contractor shall evaluate individual plans and visit Navy installations to allocate P2 data to the affected systems acquisition PM. The Contractor shall prepare summary reports for individual PMs summarizing the P2 impacts associated with their systems.

The Contractor shall conduct hazardous materials and P2 analyses in support of PMs as required by the DoD 5000 series. The Contractor shall provide data to be used to establish a hazardous materials management program that ensures that appropriate consideration is given to eliminating and reducing the use of hazardous materials in processes and products rather than simply managing pollution created. The Contractor may be required to support systems contractors in the development of hazardous material management programs per the format and content cited in the National Aerospace Standard (NAS)-411. The Contractor shall provide data to enable the PMs to establish P2 programs to help mitigate environmental impacts and the lifecycle costs associated with environmental compliance. As specified by individual task orders, the Contractor shall be required to provide P2 planning and engineering services.

The Contractor shall perform P2 planning as required by the SYSCOMs, Naval Operating Forces, PMs, EFDs, and activities. The Contractor shall update P2 plans for Navy and Marine Corps installations. The Contractor shall perform process-level opportunity assessments and on the basis of

these assessments, make specific P2 recommendations. The Contractor shall document the results of the work and prepare the P2 plan per OPNAVINST 5090.1B and the *Navy Shore Installation Pollution Prevention Planning Guide*. The Contractor shall support PMs in performing a program P2 analyses per DoD 5000 series. The Contractor shall help establish P2 programs to help minimize environmental impacts and the life-cycle costs associated with environmental compliance. The Contractor shall identify the impacts of the system on the environment, wastes released to the environment, ESOH risks associated with using new technologies, and other information needed to identify source reduction and recycling opportunities.

In support of the PMs, the Contractor shall evaluate P2 plans for Navy installations to identify impacts to systems acquisition programs. Using a standard methodology, the Contractor shall evaluate individual plans and visit Navy installations to allocate P2 data to the affected PM. The allocation process shall account for the PM's share of: (1) the installation's regulatory compliance requirements, (2) the installation's operational constraints, (3) the installation's use of hazardous materials, (4) the installation's environmental releases (air emissions, solid and hazardous waste generation, and wastewater discharges), and (5) the installation's cost burden for the aforementioned items. The Contractor shall prepare summary reports for individual PMs summarizing the P2 impacts associated with their systems at organization-, intermediate-, and depot-level operations throughout the Navy. The Contractor shall provide support with specific P2 planning issues including defining problems, planning programs, providing cost estimates, and preparing, prioritizing, and forecasting projects. The Contractor shall provide the SYSCOMs and activities with engineering support on P2 technologies including P2 opportunity assessments; evaluation of technology alternatives; cost benefit analyses; selection criteria; equipment specification, design, and fabrication; operation and maintenance training; and start-up support.

1.5 Environmental Compliance Support

The Contractor shall provide environmental compliance analyses of Federal state, and local statutes and regulations. The Contractor shall also provide analyses of environmental compliance requirements overseas including host nation statutes and regulations and the DoD *Overseas Baseline Guidance Document* and Final Governing Standards. Environmental media and related fields may include air, hazardous materials, hazardous waste, solid waste, industrial wastewater, domestic wastewater, stormwater, and potable and non-potable water systems. The Contractor shall review and analyze environmental regulations and evaluate their impact on the systems acquisition programs.

Compliance support shall include planning, consulting, engineering, design, and documentation assistance in the areas of compliance interpretation, modeling, sampling, monitoring, and meetings with regulatory agencies. The Contractor shall provide support in all environmental media and related fields including air, hazardous materials, hazardous waste, solid waste, industrial wastewater, domestic wastewater, stormwater, watershed management and potable and non-potable water systems. In support of the PMs, the Contractor shall perform and document the results of environmental

compliance reviews per DoD 5000 series requirements. The support may also include compliance analysis for AT/FP.

Permitting and Reporting The Contractor shall provide environmental permitting and reporting services such as toxic release inventory (Form R) reporting, air pollution permits including permits to construct and permits to operate, Title V air pollution services, National Pollutant discharge Elimination System (NPDES) permits, stormwater permits, industrial wastewater pretreatment permits, hazardous waste shipping manifests, hazardous waste facility (Part A and B) permits. In support of Navy sea-going operations and exercises, the Contractor shall prepare permit applications and supporting documents as required by the National Marine Fisheries Service (NMFS) under the Marine Mammal Protection Act (MMPA). The Contractor shall provide assistance in obtaining ISO-14000 certification and in complying with the provisions of the standard. As part of all permitting and reporting services, the Contractor shall advise the government on the most cost-effective method of compliance.

Environmental Compliance Review The Contractor shall support PMs by performing and documenting the results of environmental compliance reviews in accordance with DoD 5000 series requirements. From the systems acquisition perspective, environmental regulations are a source of external constraints that must be identified and integrated into program execution. To minimize the cost and schedule risks that changing regulations represent, the PM is required to regularly review and analyze environmental regulations and evaluate their impact on the program's cost, schedule, and performance. The Contractor shall be tasked to perform and document part or all of these analyses. In addition to acquisition, the contractor shall provide environmental compliance analyses as required in support of AT/FP.

1.6 P2 Technology Implementation

The Contractor shall provide P2 opportunity assessments/plans, P2 technology evaluation and performance validation, P2 technology procurement, and P2 technology site assessment and implementation for commercially available technologies. Technologies typically include the following media: hazardous waste reduction, hazardous materials reduction, toxic air emissions, solid waste recycling, and energy and water conservation. A majority of the technologies implemented by the Navy/Marine Corps shall be commercially available, off-the-shelf equipment that can be easily installed. Some P2 equipment may require short-term demonstration at a Navy/Marine Corps installation. Pre-production technologies shall be evaluated to verify that they do perform as well as the off-the-shelf items in a Navy environment.

Site Assessment - The Contractor shall conduct a preliminary visit to each activity scheduled to receive equipment. The NFESC Project Engineer may accompany the Contractor on preliminary visits. The purpose of such visits is to identify specific P2 needs and compare these needs with the identified equipment requirements. The Contractor shall discuss the planned equipment implementation(s) with activity representatives including: equipment capabilities, required delivery schedule, installation site, and support requirements. The Contractor shall meet with the Navy Technical

Representative (NTR) at the activity to coordinate installation and facility requirements. The Contractor shall provide the site-specific requirements (including but not limited to permitting needs, safety considerations, and environmental requirements) necessary to implement the equipment.

Work plan - Based on the equipment requirements identified, the Contractor shall prepare an implementation work plan with equipment specifications, vendor information, site requirements including all information necessary to install the equipment, and an implementation schedule.

Site Preparation/Equipment Installation - On a limited basis, the contractor shall coordinate delivery, provide proper controls, maintenance, protection and installation of P2 equipment with the NTR, Navy/Marine Corps installation personnel, and other NFESC personnel. The Contractor shall oversee the installation of the equipment at the designated installation sites. As required, the contractor shall design, provide facility modifications and/or provide support for activity modifications for equipment installation. The contractor shall ensure that all Navy/Marine Corps activity requirements are met including, but not limited to, safety and health, fire protection, and permitting.

Investigative Site Reports/Permits - The Contractor shall investigate permitting issues, occupational safety and health requirements, and other requirements that need to be met prior to operation of the technology, and provide recommendations on how to meet those requirements.

Provide Operation and Maintenance Manual - The Contractor shall develop written documentation on how to obtain the necessary permits to install and operate the equipment. The Contractor shall supply the activity with an operational and maintenance manual for the P2 equipment.

Support for Equipment Start-up - The Contractor shall perform on-site testing to validate the performance of equipment prior to government acceptance.

Training - The Contractor shall train Navy/Marine Corps activity personnel in proper use and maintenance of the equipment, and provide sufficient consumable spares for the first year of operation as necessary.

Pre-production Technology Evaluation - The Contractor shall coordinate with the Navy Technical Representative (NTR) prior to any fabrication/modifications to equipment and prior to performing data collection of innovative P2 technologies.

Cost Benefits and Pollutant Analysis - The Contractor shall develop methodology to estimate reductions in toxic pollutants and cost savings associated with implementation. The Contractor shall use this methodology to create a baseline estimate of toxic pollutant generation, and use such estimates for the generation and use of toxic pollutants after implementation of the P2 equipment, including calculating the savings/investment ratio using the Type II economic analysis procedure as provided in NAVFAC P-442.

1.7 Occupational Safety and Health

The Contractor shall provide deliverable data to foster OSH compliance for Federal and state statutes and regulations and for Navy-specific requirements. The Contractor shall provide industrial hygiene data needed to protect worker health and safety during the manufacture, repair, and maintenance of operational system platforms. In accordance with DoD 5000 series requirements and MIL-STD-882D, the Contractor shall provide system safety and health analyses. The Contractor shall identify and evaluate safety and health hazards and define risk levels to minimize the probability and severity of all hazards associated with development, use, and disposal of the system. As specified by individual task orders, the Contractor shall provide OSH compliance support for federal and state statutes and regulations. The Contractor shall provide industrial hygiene services for the protection of worker health and safety during the manufacture, repair, and maintenance of operational system platforms.

The Contractor shall provide, but not be limited to, services in the following areas: workplace air and sound sampling, ventilation engineering, personnel protective gear, confined space entry, hot work, chemical processes, electrical and mechanical lock-out procedures, first aid, and risk analyses and modeling. In accordance with DoD 5000 series requirements, the Contractor shall support the PMs in performing system safety and health analyses. The Contractor shall identify and evaluate safety and health hazards and define risk levels to minimize the probability and severity of all hazards associated with development, use, and disposal of the system. All safety and health hazards must be managed consistent with mission requirements and must be cost-effective. Per DoD 5000 series requirements, health hazards include conditions that create significant risks of death, injury, or acute chronic illness, disability, and/or reduced job performance of personnel who produce, test, operate, maintain, or support the system. In addition, this may also apply to AT/FP support.

1.8 Hazardous Materials Management Program (HMMP).

The Contractor shall provide engineering services to the SYSCOMs and activities in the management of hazardous materials. In support of the PMs, the Contractor shall perform and document the results of hazardous materials analyses per DoD 5000 series requirements. The Contractor shall evaluate and recommend hazardous materials management programs that give appropriate consideration to eliminating and reducing the use of hazardous materials in processes and products rather than simply managing pollution created. The selection, use, and disposal of hazardous material shall be evaluated and managed so the Navy incurs the lowest cost required to protect human health and the environment over the system's lifecycle, consistent with the program's cost, schedule, and performance goals.

Where a hazardous material use cannot be avoided, the program must provide for later material replacement capability in the system design, if technically feasible and economically practical, and shall develop and implement plans and procedures for identifying, minimizing use, tracking, storing, handling, and disposing of such materials and equipment. The Contractor may be required to evaluate and recommend hazardous materials management programs for use by systems contractors; the program can utilize the format and content tailored from the National Aerospace Standard (NAS)-411.

1.9 Range Planning for Weapons Systems and Research, Development Testing and Evaluation (RDT&E) Programs

The Contractor shall provide weapons systems or RDT&E related engineering services, which may include the preparation of Navy/Marine Corps range complex training and operational planning documentation in the following topics: Navy Inter-Deployment Training Cycle (IDTC) and Marine Operating Force Pre-Deployment Training Program (PTP), operational range clearance and infrastructure management, land use planning, NEPA, terrestrial and marine biology, cultural and natural resources management, Range and Air Installation Compatibility Use Zone/Air Installation Compatibility Use Zone documents (RAICUZ/AICUZ), noise studies and air space management, air quality, oceanography, public health and safety, explosive safety, environmental multi-media compliance [i.e., Resource Conservation and Recovery Act (RCRA), Safe Drinking Water Act (SDWA), Clean Water Act (CWA), etc.], GIS/data management, public affairs and military operations/maintenance budget and capital investment planning.

2.0 APPLICABLE DOCUMENTS

The following documents provide the direction and scope of the DoD and Navy environmental and OSH programs with emphasis on their applicability to the systems acquisition arena. The Contractor shall comply with the version of the documents that is in effect on the award date of the specific task order. Additional applicable documents may be cited within the specific task order.

1. DOD 5000 series, Mandatory Procedures for Major Defense Acquisition Programs (MDAPS) and Major Automated Information System (MAIS) Acquisition Programs.
2. DOD Directive 6050.1, *Environmental Effects in the United States of DOD Actions*, 30 July 1979.
3. DOD *Overseas Environmental Baseline Guidance Document*.
4. DOD Directive 4210.15, *Hazardous Material Pollution Prevention*, July 1989.
5. DOD Manual 6050.5-M, *Hazardous Materials Information System*.
6. DOD Directive 6050.9, *Chlorofluorocarbons (CFCs) and Halons*, 13 February 1989.
7. *Environmental Program Safety Measures of Merit*, Office of the Under Secretary of Defense, Memorandum for Defense Environmental Security Council, 16 May 1995.
8. Secretary of Navy Instruction (SECNAVINST) 5090.6, *Evaluation of Environmental Effects from Department of the Navy Actions*, 26 July 1992.
9. SECNAVINST 5000.2B, *Implementation of Mandatory Procedures for Major and Non-Major Defense Acquisition Programs and Major and Non-Major Information Resources Acquisition Programs*.
10. OPNAVINST 5090.1B, *Environmental and Natural Resources Program Manual*, 1 November 1994. (Marine Corp Order 5090.1B)
11. OPNAVINST 5100.23D, *Navy Occupational Safety and Health (NAVOSH) Program Manual*, 11 October 1994.
12. OPNAVINST 5100.19C, *NAVOSH Program Manual for Forces Afloat*, 19 January 1994.

13. *Navy Shore Installation Pollution Prevention Planning Guide*, OPNAV P45 120 10 94.
14. *Program Managers Environmental Guide*, Naval Air Systems Command (NAVAIR), AIR-8.0Y, May 1995.
15. NAVAIR Note 5090, *Interim Ozone Depleting Substance Policy*, 21 May 1993.
16. *Draft Program Managers Environmental Guide*, Naval Sea Systems Command, SEA-00T, January 1996.
17. Naval Facilities Engineering Command P-442, *Economic Analysis Handbook*.
18. *Navy Pollution Prevention Opportunity Handbook*, Naval Facilities Engineering Service Center, UG-2004-ENV, June 1995. (<http://p2library.nfesc.navy.mil>).
19. International Organization for Standardization (ISO)-9000, *Quality Standards*.
20. ISO-14000, *Environmental Management Standards*.
21. NAS-411, *Hazardous Materials Management Program*, Aerospace Industries Association, 15 April 1994.
22. DoD Instruction 200.16, DoD Combating Terrorism Program Standards

3.0 REPORTS, DATA, AND OTHER DELIVERABLES

The Contractor shall submit the following deliverables as specified in individual task orders issued under this contract:

Plan of Action and Milestones

Upon award of the task order, the Contractor shall prepare a Plan of Action and Milestones (POA&M) showing major tasks, activities, and milestones utilizing such tools as Microsoft Project. The Contractor shall submit the POA&M to the Contracting Officer Representative (COR) seven (7) calendar days after award of the task order. The Contractor shall meet with the COR and the NTR three (3) calendar days after submission of the POA&M to discuss the critical activities and to coordinate schedules. The POA&M shall be the basis for tracking Contractor progress during the remainder of the task order.

Status Report

The Contractor shall submit a monthly summary and status report for each active task order issued under this contract. The status report shall provide the following information:

1. Progress during reporting period.
2. Problems encountered and recommended solutions.
3. Updated POA&M showing current project status and projected deliverable submission dates.
4. Hours expended during reporting period and cumulative hours for each labor category and/or individual.

5. Material, equipment, and other direct costs incurred during reporting period.
6. Projected work for next reporting period.

Data Management

All electronic files, reports, software, hardware, references both printed and in CD ROM versions, drawings, maps, photographs, notes and other work developed in performance of this task order/contract shall be and remain the sole property of the Government and may be used on any other work without any additional compensation to the contractor. The contractor agrees not to assert any rights and not establish any claim with respect thereto. The contractor agrees to furnish all retained materials at the request of the COR. The contractor shall be responsible for the accuracy and validity of the material presented in their reports and/or assessments. In the event of controversy or court challenge, the principal investigator may be placed under contract by the Government to testify on behalf of the Government in support of report findings.

All data submissions, technical and those concerned with schedule, performance and cost shall be provided electronically in PDF and MS Word format. Hard copies of documents shall also be provided on 8 1/2 by 11 inch recycled paper (minimum 30% post consumer waste content). A one-column format plus line number shall be used for all submittals except the final version.

NEPA Documentation

For locations in the United States, the Contractor shall prepare EISs and EAs in conformance with OPNAVINST 5090.1B, MCO P5090.2A, and with NEPA and/or equivalent state legislation. For overseas locations, the Contractor shall prepare OEISs, OEAs, ESs, and ERs, as appropriate, in conformance with the DOD *Environmental Baseline Guide Document and EO 12114*.

ESOH in support of the AT/FP Program

The Contractor shall develop the appropriate plans/reports (i.e., Vulnerability Assessments) from the support services performed in Section 1.3.

Pollution Prevention Plan

The Contractor shall prepare P2 plans for Navy activities in accordance with OPNAVINST 5090.1B, and the *Navy Shore Installation Pollution Prevention Planning Guide*, OPNAV P45 120 10 94. The plan consists of a management document and a supporting engineering study, known as a P2 opportunity assessment. The management document consists of the following elements: (1) the purpose of the plan, (2) policy statement by the Commanding Officer, (3) applicability and scope of the P2 effort, (4) description of the activity, (5) management and administrative elements, (6) planned process-specific improvements, (7) priorities, (8) potential barriers to the P2 plan, (9) other relevant plan

requirements, (10) Commanding Officer's approval and (11) appendices containing a detailed POA&M for implementing the P2 plan.

Environmental Permit Applications

The Contractor shall prepare all applications for environmental permits. These permits shall include applications to Federal, state, and local environmental regulatory agencies. The Contractor shall prepare applications for NPDES permits, stormwater permits, industrial wastewater pretreatment permits, hazardous waste facility (Part A and B) permits as well as Marine Mammal Protection Act (MMPA) authorizations. The Contractor shall also prepare air permit applications for permits to construct and permits to operate and conduct conformity analyses as part of the NEPA process. All permit applications shall be prepared using the format mandated by the requiring agency. The air permit applications shall include the required emissions calculations.

Environmental Compliance Report

The Contractor shall prepare Federal state, and local environmental compliance reports in the formats specified by the requiring agencies. Federal reports include Emergency Planning Community Reporting right-to-know Act (EPCRA) inventory reports such as the annual toxic release inventory (Form R) report, Title V air reports, biennial hazardous waste generation reports, and so forth.

The Contractor shall also prepare environmental management plans in the formats specified by the requiring agencies. These plans are generally required upon the initiation of a new environmental initiative. Examples include stormwater management plans and state initiatives such as business plans and risk management and prevention plans required by local administering agencies in California for the management of hazardous materials. The Contractor shall prepare environmental management reports as required under ISO-14000.

Implementation Work Plan

The Contractor shall prepare work plans for large implementations of equipment as required at specified installations. The implementation work plan shall include equipment specifications, vendor information, site requirements, and a POA&M for implementation of the equipment at the activity.

Engineering Drawings

The Contractor shall prepare engineering drawings as specified in each Task order (DO). The Contractor shall consult with the ESC Project Engineer to establish which drawings are necessary. The drawings may include a site plan, an installation plan, a mechanical drawing, an electrical drawing, and other drawings as necessary.

Operations and Maintenance (O&M) Manuals

For each item of equipment, the contractor shall supply the vendor's operation and maintenance manual and other vendor literature. If the Engineering Service Center (ESC) Project Engineer or the NTR determines that the vendor's manual is deficient, the contractor shall prepare an operation and maintenance manual to supplement the vendor's information.

P2 Equipment Costs Benefits And Pollutant Reduction Analysis

The Contractor shall develop a P2 Equipment Cost Benefits and Pollutant Reduction Analysis providing summary information from the benefits methodology performed in Section 1.6. The Contractor shall provide an analysis for each major item of equipment.

P2 Opportunity Assessment Report

The Contractor shall develop a P2 Opportunity Assessment Report providing information from the services performed in Section 1.6.

Preproduction Assessment Report

Contractor shall develop a Pre-production Assessment report providing information from the services performed in Section 1.6.

Occupational Safety and Health Report

The Contractor shall prepare Federal, state, and local OSH compliance reports in the formats specified by the requiring agencies. These reports include those mandated by the U.S. Occupational Safety and Health Administration (OSHA), NAVOSH and state reporting requirements, such as reporting requirements of California (Cal-OSHA).

SECTION C.1

PERIOD OF PERFORMANCE

A delivery schedule/period of performance for each engineering service ordered shall be defined in each individual task orders issued under this contract.

SECTION C.2

PERSONNEL REQUIREMENTS

Educational and experience qualifications of personnel presented in the Contractor's proposal shall meet the required contract qualification standards and shall become the standard for personnel performing under the contract. The Contractor shall be bound by these standards throughout the contract.

C.2.1 Review of Resumes

The Government reserves the right to review the resumes of and interview Contractor employees performing under the contract solely for the purpose of ascertaining their qualifications relative to completing the work identified in individual task orders. Accordingly, the Contractor shall furnish such resumes to the Contracting Officer upon request.

C.2.2 Contractor Work Force Responsibility

The Contractor shall organize, furnish, maintain, supervise, and direct a work force, which within the limitations of the provisions of the contract, is thoroughly capable and qualified to effectively perform the work set forth in the contract.

SECTION C.3

Duties and Required Qualifications of Key Personnel

All Contractor personnel shall be required to have a minimum of experience and/or education, which will enable them to effectively perform the work as stated in the contract. Special substitution requirements apply to key Contractor personnel. The following labor categories are considered key personnel:

- 1. Program Director.** Responsibilities include the overall management of all task orders under this contract. Duties include monitoring and controlling project costs, schedule, and quality control; assigning project managers and other personnel consistent with contract requirements; overseeing subcontract support; ensuring compliance with contract requirements; and performing as the Contractor's chief representative. The qualified individual for this position shall hold a B.S. degree in engineering or science with a minimum of 15 years of progressively responsible experience in environmental engineering, P2 planning and engineering development of EISs and related NEPA documentation, and compliance with federal state, and local environmental and OSH regulations. At least five of the 15 years of experience shall be at the project manager level or higher. At least eight of the 15 years of experience shall be in support of DOD, at least four years of which shall be in systems acquisition. The qualified individual shall have be considered highly desirable if qualifying experience includes systems acquisition experience, education, and training equivalent to Program Management Level 3 certification from the Defense Acquisition University (<http://www.dau.mil>) . Advanced degrees, professional registration, and a current SECRET clearance are also highly desirable.

2. **Project Manager.** Responsibilities include managing technical cost, and schedule performance on individual task orders under this contract under the direction of the Program Director. Duties include day-to-day management of task order including meeting technical requirements, managing subcontracts, identifying impacts to schedule and cost; meetings with NTR; and preparation of progress reports. The qualified individual for this position shall hold a B.S. degree in engineering or science with a minimum of seven years of progressively responsible experience in two or more of the following areas: environmental engineering, P2 planning and engineering, procurement and implementation of industrial equipment, development of EISs and related NEPA documentation, compliance with federal state, and local environmental and OSH regulations; and DOD systems acquisition. At least two years of experience shall be at the project manager level or higher.

3. **Contract Administration Manager.** Responsibilities include administering and managing contract task orders in compliance with Federal, DOD, and Navy acquisition regulations. Duties include meeting the contract terms and conditions; maintaining an adequate purchasing system, which includes overseeing procurement of subcontractor and vendor services and products; maintaining an adequate estimating system, which includes ensuring the adequacy of proposals; monitoring and controlling project costs; and interfacing with Navy contracts personnel regarding contractual matters. The qualified individual for this position shall hold a B.S. or B.A. degree from an accredited four-year university. Additionally, the individual shall have eight years of experience in managing Federal, DOD, and Navy contracts.

4. **Senior Engineer/Scientist.** Responsibilities include performance of task order tasks requiring highly developed technical skills. The qualified Senior Engineer shall hold a B.S. in engineering and one or more of the following certifications: Professional Engineering license; Test and Evaluation Level 3 certification from the Defense Acquisition University, or System Planning, Research, Development and Engineering Level 3 certification from the Defense Acquisition University. The qualified Senior Scientist shall hold a B.A. or B.S. degree in environmental science, biology, geology, science, chemistry, or related technical field. The qualified Senior Engineer or Senior Scientist shall have a total of eight years technical experience in three or more of the following areas: DOD systems acquisition, P2 engineering, ESH permitting, industrial process design, equipment acquisition and implementation, ventilation systems, waste treatment systems, and OSH engineering.

5. **Environmental Engineer.** The qualified individual must have a minimum of a B.S. degree in environmental engineering or a related degree from an accredited university with a minimum of three years of experience in three or more of the following areas: environmental engineering, P2 planning and engineering, environmental permitting, preparation of P2 plans, design of environmental systems including wastewater waste treatment design, and environmental compliance requirements under RCRA and EPRCA.

6. **Safety Engineer.** The qualified individual must have a minimum of a B.S. degree in safety engineering or a related degree from an accredited university with a minimum of three years of

experience in safety engineering, hazard and failure analysis, risk management, and OSH compliance requirements.

7. Industrial Hygienist. The qualified individual must have a minimum of a B.S. or B.A. degree in industrial hygiene or a related degree from an accredited university with a minimum of three years of experience in OSH compliance requirements, industrial hygiene sampling and inspection in the workplace, and preparation of reports.

8. Environmental Scientist. The qualified individual must have a minimum of a B.S. or B.A. degree in environmental science or a related degree from an accredited university with a minimum of three years of experience in environmental impact statements and related NEPA documents, environmental compliance requirements, environmental permitting, and environmental reporting, with specialized experience in two or more of the following areas: biological cultural, socioeconomic, and environmental resources.

9. Equipment Engineer. Responsibilities include acquiring P2 equipment and coordination of equipment delivery schedules. Duties include performance of market surveys to identify equipment vendors and costs, preparation of equipment specifications, coordination of shipping requirements, and coordination of equipment delivery schedules. The qualified individual will have a Bachelor of Science degree from an accredited university with a minimum of three years of experience in procurements of industrial equipment.

10. Electrical/Instrumentation Engineer. The qualified individual must have a Bachelor of Science degree in electrical engineering or a related degree from an accredited university with a minimum of three years of experience in electrical and instrumentation engineering. Experience shall include design of power connections for equipment, design of equipment instrumentation and controls, field investigations to determine equipment electrical and instrumentation requirements at industrial facilities, oversight of electrical and instrumentation installations by equipment vendors and construction contractors. The qualified individual shall have demonstrated knowledge of national and regional electrical code requirements.

11. Mechanical Engineer. The qualified individual must have a Bachelor of Science degree in mechanical engineering or a related degree from an accredited university with a minimum of three years of experience in heating, ventilation, and air conditioning (HVAC systems, industrial equipment, and air pollution control devices. Experience shall include design of industrial HVAC equipment; field investigations to determine HVAC, equipment, and air pollution control requirements; and oversight of mechanical work by equipment vendors and construction contractors. The qualified individual shall have demonstrated knowledge of national and regional mechanical code requirements.

12. Civil/Structural Engineer. The qualified individual must have a Bachelor of Science degree in civil and/or structural engineering or a related degree from an accredited university with a minimum of three years of experience in civil/structural engineering. Experience shall include facility structural design,

equipment foundation design, field investigations to determine industrial structural requirements; and oversight of civil and structural work by construction contractors. The qualified individual shall have demonstrated knowledge of national and regional civil and structural code requirements.

13. Chemical Engineer. The qualified individual must have a minimum of a Bachelor of Science degree in Chemical engineering or a related degree from an accredited university with a minimum of three years of experience in chemical engineering investigations. Experience shall include chemical process analysis, data collection and analysis, field experience, and recommending implementation of alternatives to reduce pollution and improve process efficiencies. Additional experiences with any of the following areas are preferred as related to DoD weapon systems; painting applications, depainting processes, corrosion prevention, and waste water treatment processes. The qualified individual shall have demonstrated knowledge or background in standard industry practices and specifications in areas of aerospace manufacturing, electronics, and construction industries.

SECTION C.4

Duties and Required Qualifications of Other Personnel

All Contractor personnel shall be required to have a minimum of experience and/or education, which will enable them to effectively perform the work as stated in the contract. No substitution requirements apply to Contractor personnel within the following labor categories:

- 1. Junior Engineer/Scientist.** Responsibilities include performance of technical tasks under contract task orders. The qualified individual shall hold a B.S. degree in engineering, science, or equivalent from an accredited university. The qualified individual shall have the ability to perform office and field engineering work in the environmental field, under the supervision of a more Senior Engineer or Senior Scientist.
- 2. Technical Writer/Editor.** This individual must have: (1) a minimum of a B.A. degree with two years of experience or equivalent military or on-the-job experience totaling six years; (2) demonstrated ability, under general supervision, to prepare technical reports, environmental planning documents, and operation and maintenance manuals on complex systems; (3) demonstrated ability to schedule documentation assignments through the various stages of production, including illustration, word processing, quality review, and reproduction; and (4) familiarity with federal DOD, and Navy documentation standards.
- 3. Technical Illustrator.** This individual must have: (1) a minimum of five years of experience or formal training in technical illustrating, (2) a familiarity with schematics, drawings for technical reports, environmental planning documents, operation & maintenance manuals, all methods of visual communication and artistic concepts; (3) ability to translate rough sketches into presentable form for

graphic presentation in technical reports; and (4) experience with illustration software in the Microsoft Windows environment.

4. Engineering Draftsman. This individual must have: (1) a minimum of six years experience, or a combination of technical school plus work experience totaling six years, in engineering drafting; (b) demonstrated ability to produce high-quality engineering design drawings in the electrical, mechanical, civil and structural disciplines; and (3) experience using AutoCad 12 or equivalent computer-aided design packages.

5. Publications Coordinator. This individual must have: (1) a minimum of a high school education plus a high degree of typing skills and ability to coordinate assembly of large numbers of documents within the same timeframe; (b) demonstrated ability, under general supervision, to organize rough manuscripts into final technical reports, manuals, or proposal format; (c) demonstrated ability to maintain controls and files on all documents for which responsible; and (d) experience with Microsoft Word 6.0 or equivalent word processing applications.

SECTION C.5

Substitution Requirements for Key Personnel

The labor categories provided in section C.3 are considered key personnel. In the event that a change must be made to the Contractor's key personnel the following substitution requirements apply:

C.5.1. The Contractor shall assign to this contract those persons whose resumes were submitted and approved by the Government. No substitutions shall be made except in accordance with this clause.

C.5.2. The Contractor agrees that during the first 180 days of the contract performance period, no personnel substitutions shall be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information required below. After the initial 180-day period, the Contractor shall submit any proposed substitutions in writing, at least 15 days (45 days if clearance is to be obtained) in advance of the proposed substitutions, to the Contracting Officer, and provide the information required below:

1. Formal request providing a detailed explanation of the circumstances necessitating the proposed substitutions. Request will include any other information requested by the Contracting Officer.
2. Resume in the format specified in the Technical Proposal, which demonstrates that the proposed substitute has qualifications that are equal to or greater than the qualifications of the person to be replaced.

SECTION C.6

Personnel Training

The Contractor is expected to have personnel with the requisite skills to perform the requirements of this contract. Therefore, the Government will not pay the training of Contractor personnel in any effort to initially attain requirements of this contract.

SECTION C.7

SECURITY CLEARANCE

Some work under this Contract shall require personnel and facility security clearances at the SECRET classification. The Contractor shall have at the time of award, an in-place security program which has been certified by the Defense Industrial Security Clearance Office (DISCO)*. The specific security requirements for the Contractor are cited in DD Form 254, which is attached to the Request for Proposal.

- a) *The website for the Customer Service Branch of DISCO is at:
- b) http://www.dss.mil/aboutdss/disco_cust_svc_ofc.htm